

PACKET
Information Technology Committee Meeting
Monday, May 3, 2021 – 5:30 p.m.
Administration Building | 2nd Floor | IT Conference Room
127 East Oak Street, Juneau, Wisconsin 53039

MINUTES
Information Technology
Tuesday, April 12, 2021

Minutes of the April 12, 2021 Information Technology meeting held in the Dodge County Administration Building, County Board Room Forth Floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 5:00 PM

Meeting called to order at 5:03 p.m. by Committee David Guckenberger

Roll Call:

Members Present: David Guckenberger (*in-person*), Kevin Burnett (*in-person*), Tim Kemmel (*in-person*)

Due to the declared emergency, it is possible that one or more committee members may appear telephonically.

Members Absent /Excused: Donna Maly, Robert Boelk

Also Present: Justin Reynolds – County IT Director (*in-person*)

Previous Committee Meeting Minutes: Motion by Burnett, second by Kemmel to approve the minutes of the March 2nd, 2021 Committee meeting. All in favor, motion carried.

Information Technology Policies

Discuss, Recommend, Take Action: 100 – IT Governance Policy

Discuss, Recommend, Take Action: 101 – IT Policy Lifecycle Procedure

Discuss, Recommend, Take Action: 102 – IT Compliance Standards

Recognize Local, State, Federal, & IT Compliance Regulations

Discuss, Recommend, Take Action: 103 – IT Operations Standards

Recognize IT Infrastructure Library (ITILv4) Framework

Discuss, Recommend, Take Action: 104 – IT Security Standard Frameworks

Recognize NIST Cybersecurity Framework v1.1

Recognize NIST Privacy Framework v1.0

Recognize NIST Risk Management Framework (RMF)

The IT Committee discussed the 100 – IT Governance Policy, 101 – IT Policy Lifecycle Procedure, 102 – IT Compliance Standards, 103 – IT Operations Standards, & 104 IT Security Standards Frameworks. The IT Committee made recommendation for minor adjustment, and inquired about some additional clarifying content. The IT Committee and Reynolds discussed the importance of recognizing Dodge County's IT Compliance Regulation, IT Infrastructure Library (ITILv4) Framework, and NIST Cybersecurity/Privacy/Risk Frameworks.

The motion Burnett, second by Kemmel to approve 100 – IT Governance Policy, 101 – IT Policy Lifecycle Procedure, 102 – IT Compliance Standards, 103 – IT Operations Standards, & 104 IT Security Standards Frameworks pending minor adjustments and legal review. All in favor, motion carried.

Discuss, Recommend: 105 – IT Services Catalog & Policies

The IT Committee discussed the 105 – IT Services Catalog & Policies. Reynolds shared the list of current active IT user policies, and a list of potential future user policies for them to consider. The IT Committee and Reynolds discussed the importance to align with the Dodge County Human Resources policies, employee handbook, approved IT Governance, recognized IT Compliances, and recognized IT Frameworks.

Information Technology Strategic Action Steps:

Review, Discuss, Recommend: County-wide Broadband Assessment RFP

The IT Committee discussed a potential upcoming County-wide Broadband Assessment RFP for the Land Resources & Parks (LRP) Economic Development. Reynolds shared the County is discussing the need to seek proposals from qualified firms to conduct a county wide Broadband Assessment Study. The Broadband Assessment Study would provide an inventory and analysis of the current conditions of broadband infrastructure and services in Dodge County, examine current and future broadband uses and needs and identify strategies available to Dodge County to improve Broadband service. Dodge County is not interested in creating a utility or becoming a service provider. Reynolds shared the data gathered during the potential assessment may assist the County with upcoming and recent Federal funding programs.

Update: on IT Budget Report – Apr. 2021

Reynolds provided an executive one-page (Jan. to Apr. 2021) YTD available IT budget report. No action taken.

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Review, Consider, Take Action: IT Apr. 2021 Project Portfolio Roadmap

Reynolds shared the IT Apr. 2021 Project Portfolio Roadmap for the IT Committee awareness and approval. No action taken.

Review, Consider, Take Action: IT Apr. 2021 Contracts and Agreements for Legal Review

Reynolds shared the IT Apr. 2021 Contracts and Agreements for Legal Review. No action taken.

Information Technology Project Status Report:

Update: on County Board Room

The IT Committee discussed the County is targeting May and June for livestreaming the first County Board of Supervisors meeting. Reynolds shared Corporation Counsel, County Clerk, and IT are reviewing the recommended livestream solution legal terms and agreements, and reviewing potentially adjust to County Board rules, defining official record, and recording procedures. The IT Committee discussed the target pilot status of a paperless electronic device project scope. No action taken.

Update on Network, Data Information Systems, AS400, and Department Projects

Reynolds shared updated on the Network, Data Information Systems, Department, and AS400 Data Migration projects. No action taken.

Department Continuous Improvement & Recognition:

Update: IT Department Budgeted Training Opportunities

The IT Committee discussed the IT Department Budgeted Training Opportunities to promote continuous improvement and learning together environment for the Information Technology Department staff to support evolving County operations. Reynolds shared the Information Technology industry continuously and rapidly evolves, which increases the need for the IT staff to receive training opportunities. No action taken.

Update: NACo Digital Counties 2021 Survey

The IT Committee discussed the 2021 submission of the NACo Digital Counties 2021 Survey. Reynolds shared the NACo Digital Counties Annual Survey is a great opportunity for Dodge County to measure our Digital progress and strategic initiatives, and a great opportunity for the County's Digital accomplishments. No action taken.

Update: Center for Internet Security MS-ISAC Nationwide Cybersecurity Review (NCSR)

The IT Committee reviewed the final submission of the 2021 NCSR. No action taken.

Update: DHS Cyber CRR & EDM Final Reports

The IT Committee reviewed the final DHS Cyber Resilience Review (CRR) and External Dependency Measurement (EDM) reports for the Election Security Grant. No action taken.

Public Comment:

None

Future Agenda Items:

Guckenberger discussed consideration of IT Internships and/or future positions.

Next Meeting Date:

Monday, May 3rd 2021 at 5:30 p.m.

Adjournment:

Motion by Kemmel, second by Burnett to adjourn the meeting at 6:23 p.m. All in favor, motion carried.

David Guckenberger, Chair

May 3, 2021

Date

Tim Kemmel, Secretary

May 3, 2021

Date

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- Information Technology Policies
 - Discuss, Review, Recommend, Take Action: 100 – IT Governance Policy
 - *Review IT Committee Monthly, Quarterly, & Annual Agenda Items*
 - Discuss, Recommend: 105 – IT Services Catalog & Policies
 - *Review Potential IT Services & User Policy Catalog(s)*
 - Discuss, Review, Recommend, Take Action: 200 – IT Compliance Policy
 - Discuss, Review, Recommend, Take Action: 400 – IT Security Policy
- Information Technology Strategic Initiatives
 - Update, Review, Discuss, Recommend: County-wide Broadband Assessment RFP
 - Update: on IT Budget Report – 2021 First Quarter Budget Summary
 - Review, Discuss, Take Action: IT May 2021 Project Portfolio Roadmap
 - Review, Discuss, Take Action: IT May 2021 Contracts and Agreements for Legal Review
 - *AS400 Decommissioning*
 - *HR System Support – Block of Hours*
 - *LRP & ROD System – Annual Support*
 - *IT Consultant Master Service Agreement & Statement of Work*
 - *Livestream & Vimeo Service Agreements – Premium Account*
 - *Board Livestreaming Rules & Procedures*
 - *IT Policies*
 - *Video Conferencing Annual Support*
- Information Technology Projects Status Reports
 - Update: on County Board
 - *Livestream Contract & Procedures – June 2021*
 - *Paperless Device Pilot – Budget 2022*
 - Update: on Network, Data Information Systems, AS400, and Department Projects
 - *DOSO Projects*
- Department Continuous Improvement & Recognition
 - Discuss, Review, Recommend: IT Department Internship Opportunities &/or Future Position Considerations
 - Update: DHS CISA Risk & Vulnerability Assessment (RVA)
 - Update: 2021 IRS Safeguard Audit (*Child Support PCI Federal Tax Information FTI*)
 - Update: 2020 Financial Audit – IT Operational Controls Preliminary Findings
- Public Comment (*30-minute limit*)
- Future Agenda Items
- April IT Committee Meeting Tentative Date: Mon. May 31st or June 7th, 2021
Location: Room# 1H & 1I, First Floor, in the Dodge Co. Admin. Building 127 E. Oak St. Juneau, WI.
- Adjournment.

IT Budget Report – 2021 First Quarter Budget Summary

 DODGE COUNTY W I S C O N S I N		COUNTY OF DODGE YEAR-TO-DATE BUDGET REPORT INFORMATION TECHNOLOGY		P glytdbud
04/30/2021 14:35	jreynolds			1

FOR 2021 03

ACCOUNTS FOR: 15 INFORMATION TECHNOLOGY	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
1510 INFORMATION TECHNOLOGY							
11000160 411100 PROPERTY TAX RE	-1,290,031	0	-1,290,031	-322,507.74	.00	-967,523.26	25.0%*
11000160 489000 MISC REVENUE	-20,000	0	-20,000	.00	.00	-20,000.00	.0%*
11000160 491100 INTRAFUND WAGE	0	-11,721	-11,721	-11,720.79	.00	.00	100.0%
11000160 511000 PRODUCTIVE PAY	911,706	9,100	920,806	193,952.18	.00	726,853.82	21.1%
11000160 512000 NON PRODUCTIVE	0	0	0	26,652.32	.00	-26,652.32	100.0%*
11000160 513000 FICA TAXES	69,760	1,392	71,152	15,873.23	.00	55,279.05	22.3%
11000160 513100 WRS CHARGES	61,540	1,229	62,769	14,890.91	.00	47,877.60	23.7%
11000160 513200 HEALTH INSURANC	163,656	0	163,656	37,423.20	.00	126,232.80	22.9%
11000160 513201 HSA CONTRIBUTIO	21,000	0	21,000	4,712.50	.00	16,287.50	22.4%
11000160 513300 LIFE INSURANCE	236	0	236	65.10	.00	170.90	27.6%
11000160 513400 WORKERS COMPENS	547	0	547	262.82	.00	284.18	48.0%
11000160 513500 DENTAL INSURANC	10,259	0	10,259	2,563.56	.00	7,695.44	25.0%
11000160 516000 DRUG ALCOHOL TE	100	0	100	.00	.00	100.00	.0%
11000160 521450 PROFESSIONAL SE	13,000	0	13,000	.00	9,332.50	3,667.50	71.8%
11000160 522400 PHONE	5,500	0	5,500	1,364.02	.00	4,135.98	24.8%
11000160 524300 COMPUTER MAINT	14,100	0	14,100	209.06	.00	13,890.94	1.5%
11000160 531000 OFFICE SUPPLIES	2,500	0	2,500	227.58	.00	2,272.42	9.1%
11000160 532200 MEMBERSHIP DUES	400	0	400	50.00	.00	350.00	12.5%
11000160 532300 CONFERENCE REGI	18,700	0	18,700	3,775.00	.00	14,925.00	20.2%
11000160 533000 MILEAGE	2,500	0	2,500	.00	.00	2,500.00	.0%
11000160 533200 COMMERCIAL TRAV	1,500	0	1,500	.00	.00	1,500.00	.0%
11000160 533300 MEALS	200	0	200	.00	.00	200.00	.0%
11000160 533400 LODGING	3,000	0	3,000	.00	.00	3,000.00	.0%
11000160 549999 INDIRECT COST A	3,283	0	3,283	820.74	.00	2,462.26	25.0%
11000160 551000 BUILDING PREMIU	4,777	0	4,777	.00	.00	4,777.00	.0%
11000160 551150 GENERAL LIABILI	1,767	0	1,767	.00	.00	1,767.00	.0%
TOTAL INFORMATION TECHNOLOGY	0	0	0	-31,386.31	9,332.50	22,053.81	100.0%
1520 KRONOS							
11000170 411100 PROPERTY TAX RE	-127,020	0	-127,020	-31,755.00	.00	-95,265.00	25.0%*
11000170 521430 DATA PROCESSING	0	0	0	.00	.01	.00	100.0%
11000170 524300 COMPUTER MAINT	96,020	0	96,020	95,640.82	.01	379.18	99.6%
11000170 526700 CONTRACTUAL SER	21,000	0	21,000	4,185.00	2,295.00	14,520.00	30.9%
11000170 526710 CONSULTANT	10,000	0	10,000	.00	.00	10,000.00	.0%
11000170 531000 OFFICE SUPPLIES	0	0	0	50.90	.00	-50.90	100.0%*
11000170 541110 CO FINANCIAL SE	0	0	0	16,277.00	.00	-16,277.00	100.0%*
TOTAL KRONOS	0	0	0	84,398.72	2,295.02	-86,693.72	%
1530 IT COUNTY SUPPORT							
10101030 411100 PROPERTY TAX RE	-903,040	0	-903,040	-225,759.99	.00	-677,280.01	25.0%*
10101030 522400 PHONE	3,960	0	3,960	872.85	.00	3,087.15	22.0%
10101030 522500 INTERNET	86,000	0	86,000	14,843.40	.00	71,156.60	17.3%
10101030 524000 BUILD EQUIP MAI	72,140	0	72,140	32,389.20	-12,109.26	51,860.06	28.1%
10101030 524300 COMPUTER MAINT	357,430	0	357,430	342,518.98	30,075.19	-15,164.17	104.2%*
10101030 526300 POSTAGE PARCEL	250	0	250	12.80	.00	237.20	5.1%
10101030 526700 CONTRACTUAL SER	3,000	0	3,000	29,840.77	.00	-26,840.77	994.7%*
10101030 526710 CONSULTANT	55,000	0	55,000	.00	2,777.78	52,222.22	5.1%
10101030 531000 OFFICE SUPPLIES	7,000	0	7,000	1,330.25	.00	5,669.75	19.0%
10101030 531100 COMPUTER EQUIPM	17,350	0	17,350	1,203.27	.00	16,146.73	6.9%
10101030 531150 IT PIN PLAN PUR	168,033	0	168,033	168,032.67	-168,032.67	168,033.00	.0%
10101030 533300 MEALS	600	0	600	.00	.00	600.00	.0%
10101030 541170 CO TREASURER SE	16,277	0	16,277	.00	.00	16,277.00	.0%
10101030 586000 CAP MACH & EQUI	116,000	0	116,000	5,544.15	5,544.15	104,911.70	9.6%
TOTAL IT COUNTY SUPPORT	0	0	0	370,828.35	-141,744.81	-229,083.54	100.0%
1540 TELEPHONE							
10101040 474000 COUNTY DEPARTME	-99,168	0	-99,168	.00	.00	-99,168.00	.0%*
10101040 522400 PHONE	34,000	0	34,000	10.78	.00	33,989.22	.0%
10101040 524300 COMPUTER MAINT	38,318	0	38,318	31,236.32	.00	7,081.68	81.5%
10101040 526700 CONTRACTUAL SER	4,850	0	4,850	.00	.00	4,850.00	.0%
10101040 526710 CONSULTANT	10,000	0	10,000	740.00	.00	9,260.00	7.4%
10101040 531100 COMPUTER EQUIPM	12,000	0	12,000	.00	.00	12,000.00	.0%
TOTAL TELEPHONE	0	0	0	31,987.10	.00	-31,987.10	100.0%
1550 ENTERPRISE RESOURCE PLANNING							
10101060 411100 PROPERTY TAX RE	-66,037	0	-66,037	-16,509.24	.00	-49,527.76	25.0%*
10101060 524300 COMPUTER MAINT	66,037	0	66,037	66,036.78	.00	.22	100.0%
TOTAL ENTERPRISE RESOURCE PLANNING	0	0	0	49,527.54	.00	-49,527.54	100.0%
TOTAL INFORMATION TECHNOLOGY	0	0	0	505,355.40	-130,117.29	-375,238.09	%
TOTAL REVENUES	-2,505,296	-11,721	-2,517,017	-608,252.76	.00	-1,908,764.03	
TOTAL EXPENSES	2,505,296	11,721	2,517,017	1,113,608.16	-130,117.29	1,533,525.94	
GRAND TOTAL	0	0	0	505,355.40	-130,117.29	-375,238.09	%

** END OF REPORT - Generated by Reynolds, Justin **